

October 29, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

DEPARTMENT OF PARKS AND RECREATION MANAGEMENT APPOINTMENT

Consistent with August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Department of Parks and Recreation's attached request for the appointment of Mr. Donald Allen to the position of Assistant Director, Parks and Recreation, at an annual salary of \$121,000 which is at the third quartile of the R13 Salary Structure. This is a 10.6 percent increase from his current salary of \$109,428 annually.

Mr. Allen was selected based on his qualifications and experience which includes over 30 years of parks and recreation experience, including the last 20 in increasingly responsible leadership and management roles as the Director of Parks and Recreation and assistant City Manager for the City of La Puente, and its Director of Community Services. He is currently the Director of Community Services for the City of Walnut, which includes the responsibility over parks and recreation, landscape lighting, public works and facilities management.

Mr. Allen has been very active in parks and recreation organizations, such as the California Parks and Recreation Society, which included terms as its president, the Chair of its Legislative Task Force, and an officer in the Administrator's Section. He is also a regional officer for the National Recreation and Park Association, a trustee of the California Foundation for parks and Recreation, and a member of the International City Managers Association.

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Based on this information, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on the upcoming agenda for Board action. Unless otherwise instructed by November 14, 2002, we will authorize the Department of Parks and Recreation to proceed with this appointment.

Please contact me if you have any questions or need additional information.

DEJ:SRH
DL:MS:ljp

Attachment

c: Executive Officer, Board of Supervisors
County Counsel
Parks and Recreation

allen-w.bm